



# PURCHASE ORDER

**PO Number: 303-2-0357**

*Requisition Number: 303-2-00820*

**Order Date: 11/8/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Brown-Heatly Building

4900 N. Lamar Blvd.

Attn: Ernesto Garcia

Austin, TX 78751

**Show numbers on all papers and packages**

## Referenced Source or Vendor

17429102407

SUN TINT

1700 W Koenig Ln

AUSTIN, TX 78756

Phone: 512-467-6767, Fax:

service@suntint.com

Install Window Tint to New Window in Rm 5160 at the Brown-Heatly Building.

Price Per Attached Quote Dated 11/03/2021 .

TFC Contact:

**Description** Ernesto Garcia

737-256-0929

Work Inspection:

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
WO# 774438, BHB	1	Job	\$375.00	11/4/2021	2/4/2022	\$375.00

Install window tint to new window in Rm 5160. New window was installed but doesn't match the tint to the other existing windows.

Provide all labor, tools, materials and equipment necessary to install window tint as per attached quote dated 11/03/2021.

**NIGP Class:** 910  
**NIGP Item:** 79  
**Object Class:** 266  
**Reimbursement Type:** Not Reimbursable

**Grand Total \$375.00**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2022
<b>Division</b>	Facilities Management and Operations
<b>Program</b>	Property Management
<b>Phone</b>	7372560929
<b>Org Code</b>	0442 - Facility Maintenance
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	774438

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### **Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

#### **TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)